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*Preserving yesterday,  
informing today,  
inspiring tomorrow.*

## Supplemental Letter for FY 2013 Semi-Annual HUB Report for Agency 306

The Texas State Library and Archives Commission is committed to providing procurement and contracting opportunities for Historically Underutilized Businesses (HUBs). The Texas State Library and Archives Commission is devoted to providing opportunities to HUBs for all procurement needs.

Our good faith efforts include the following:

- Utilizing HUB vendors for spot & service purchases, whenever possible;
- Attending HUB fairs in order to network and gain insight from HUB vendors;
- Providing guidance to prime vendors in completing their HUB Subcontracting forms.

The Texas State Library and Archives Commission did not have expenditures for the "Building Construction" category. The only expenditure in the "Heavy Construction" category is for building maintenance, which the Texas Facilities Commission handles. Many of the expenditures in the "Special Trade" category are for our facility in Liberty, Texas where vendors, let alone HUBs, are very hard to find.

There are few HUBs available to purchase the special supplies needed for the Library. Nor are there HUBs available to provide the many database services Library utilizes to provide various services to the many public libraries around the entire state of Texas. However, we take full advantage of HUBs when possible.

The Texas State Library and Archives Commission will continue to strive to increase our HUB participation whenever possible.

Should you have any questions regarding our efforts, please contact our Assistant HUB Coordinator, Jill Sutherland at 512-936-2774.

Sincerely,

Jill Sutherland  
Senior Purchaser  
Assistant HUB Coordinator